## **Ensure your Teachers are providing 504 Accommodations Accurately:**

- Any Administrator who suspects that a teacher is NOT properly implementing a student's Section 504 plan MUST take steps to correct the situation. Failing to do so can result in a denial of FAPE under Section 504:
  - Temecula Valley (CA) Unified School District, 54 IDELR 133 (OCR 2009).
- > Here are steps you can take to support implementation fidelity and respond properly to parents' concerns:
  - Designate a 504 coordinator, someone other than the principal, at the building level.
    - 1. This person should maintain calendars and timelines
    - 2. Distribute copies of plans to teachers and
    - 3. Monitor implementation
  - Establish a Primary Contact for Parents
    - 1. Designate in a student's 504 plan a PRIMARY contact person to whom parents can go for answers to their questions.
  - Take meaningful steps when a parent raises implementation concerns
    - 1. School staff should document complaints and then send a note to the teacher reminding him/her of the child's accommodations and whom to contact with concerns.
  - Help teachers understand why a child needs accommodations
    - 1. Remind teachers that the student is doing better in the classes where they are consistently receiving accommodations.
    - 2. Consider showing teachers the data supporting the team's decision to provide a particular accommodation.

